

**The Springfield Foundation
Donor Advised Fund Grant Recommendation Form**

Instructions:

1. Please duplicate this form as needed for multiple distributions. Funds are available for distribution to qualified charitable organizations throughout the fiscal year (January 1, 2009 through December 31, 2009). Final requests for distributions should be submitted no later than December 20, 2009.
2. Complete all parts of this form, sign and date, and return to the Foundation to the attention of the Program Officer at Springfield Foundation, 4 West Main Street, Suite 825, Springfield, Ohio, 45502. **If you prefer, the form may be faxed to 937-324-1836. We also accept distribution instructions by email to joan@springfieldfoundation.org.** Please be sure to include a phone number where you can be contacted for verification.
3. Checks for approved distributions will be mailed to charities within a few days of receipt of this form.

Name of Fund:

Organization Name(s)

Purpose (optional)

Amount

Special instructions for any grants noted above:

Donor/Advisor Signature

Date

Phone